

Appendix E: Internship Plan Template



Lamar University – M.Ed. in Educational Technology Leadership

Internship Plan: Field-based Experience Activity

Ana McKinney 17 12/ 13/ 2010
 Name of Intern Cohort Group Date

The Field-based Experience component of the Internship Plan is a brief, but specific document indicating your overall approach to the Internship program. The Internship is organized around eight ISTE Technology Facilitator Standards, the 33 Performance Indicators and the 78 Performance Tasks. Using this document, you will identify the field-based activities you will approach and indicate which of the eight ISTE Technology Facilitation standards and 33 Performance Indicators were addressed in each activity. You will provide a brief description of each activity, resource person, and a completion date for each activity. This activity should be completed with and approved by your site mentor.

You are to plan at least one activity in each of the 33 Performance Indicators found in the text. If an activity is applicable to more than one performance indicator it must be identified under all applicable tasks.

Use this chart to develop your Internship Plan for Part 1 of your Week 5 EDLD 5306 assignment. When you open this file, immediately save it as “*yourname_Draft Internship Plan*,” and work on this saved file as you revise and update your plan.

		Brief Activity Summary	Resource Person	Projected Date of Completion
Standard I. Technology Operations and Concepts	TF- I. A	I will assist my co-workers in choosing appropriate technologies for teaching specific lessons. Such as: Implementing the use of EnVision online-based assignments and assessments to enrich math lessons. Providing assistance to teachers in managing their classroom roster and assignments on PearsonSuccess.net.	3 rd Grade Math, ELA and Science Teachers Instructional Support Teacher	Activity is ongoing throughout the year
	TF – I. B	I will attend the latest trainings on new technologies & share with co-workers. Such as: G-Blogs Training (Garland ISD Blogs) to start my own classroom blog and help my co-workers implement a blog for their classes.	Title 1 Technology Facilitator Faculty	June 2011

Appendix E: Internship Plan Template

		Activity Summary	Resource Person	Projected Date of Completion
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	I will provide opportunities for my students to engage in activities that involve the use of technology, including Special Education and Limited English Proficient students. Developing lessons that include visual and auditory cues as well as hands-on activities. I will then share these lessons with my co-workers to allow for equitable access across grade levels.	Technology Integration Coach (Site Mentor)	Activity is ongoing throughout the year
	TF-II.B	I will assist other teachers with planning lessons using technology. I will assist bilingual teachers in creating PowerPoint Presentations to correlate with lessons. I will help other teachers learn how to customize animations in their PowerPoint Presentations.	Bilingual Staff Faculty Members	June 2011
	TF-II.C	The faculty needs assistance in understanding how to implement technology in the classrooms based on district and state standards. I will create a monthly newsletter to help teachers align technology activities with content standards. The newsletter would include tips and activities relating to one of the four strands: foundations, information acquisition, work in solving problems, and communication, delineated in the Chapter 126 of the Texas Essential Knowledge and Skills for Technology Applications.	Technology Integration Coach (Site Mentor) Faculty Members Principal Title 1 Technology Facilitator	May 2011
	TF-II.D	The bilingual faculty needs help managing appropriate activities using technology. To aid them in that I will model, create and assist in the creation of content-based lessons to be used with Dance Mats and Clipboards (digital tablet).	Bilingual Staff Title 1 Technology Facilitator	Activity is ongoing throughout the year
	TF-II.E	The ELA teachers are getting ready for the implementation of NEO2 software and hardware in each individual classroom. I will support them as they begin to implement this new acquisition at our campus.	Technology Integration Coach (Site Mentor) Title 1 Technology Facilitator ELA Teachers	March 2011
	TF-II.F	I will apply instructional design principles when helping teachers produce lesson plans.	Technology Integration Coach (Site Mentor)	June 2012

Appendix E: Internship Plan Template

		Activity Summary	Resource Person	Projected Date of Completion
Standard III. Teaching Learning, and the Curriculum	TF-III.A	To create learning opportunities using media-based tools I will work on lesson plans for my grade level that include the use of the FlipCamera and Audio recording devices. Using the NETS for students and correlating to curriculum standards.	Technology Integration Coach (Site Mentor) 3 rd Grade Teachers	May 2011
	TF-III.B	I will help implement the use of the Flip Camera to aid bilingual students improve reading comprehension and fluency through self-monitoring.	Bilingual Staff 1 st , 2 nd and 3 rd Grade Bilingual ELA Teachers	Activity is ongoing throughout the year
	TF-III.C	I will teach a problem-solving activity through the use of PowerPoint. I will assist students in developing a project to show the problem-solving process as a PowerPoint Presentation.	3 rd and 4 th Grade Teachers	April 2011
	TF-III.D	In collaboration with my pair-teacher I will implement management strategies for teaching technology concepts and skills in individual, small group, and the computer lab. We will setup learning stations in the classroom that include technologies such as desktop computers, audio recorders and video cameras for students' individual and small group use. Also, during computer lab time, our students would engage in lessons that introduce, enhance and enrich their technological skills, such as keyboarding, online research and image and text creation (use of Wordle.net for spelling vocabulary).	Pair Teacher (3 rd ELA Bilingual) Technology Integration Coach (Site Mentor) Instructional Support Teachers for ELA and Math	Activity is ongoing throughout the year
	TF-III.E	In coordination with the Title 1 Technology Facilitator, I will create a learning unit that integrates technology. i.e. use class pads to model multiplication arrays and allow students to use graphics to build arrays and other representations. Correlated to TEKS.	Instructional Support Teacher for Math Title 1 Technology Facilitator	September 2011

Appendix E: Internship Plan Template

		Activity Summary	Resource Person	Projected Date of Completion
Standard IV. Assessment and Evaluation	TF-IV.A	I will implement the use of assessment software/hardware in the classroom. Such as: EasyCBM, Study Island, Quizdom and NEO2. After the implementation in my classroom I will share tips and implementation procedures with other teachers in my campus.	Technology Integration Coach (Site Mentor) Instructional Support Teacher Title 1 Technology Facilitator	Activity is ongoing throughout the year
	TF-IV.B	I will implement the use of Quizdom to collect and analyze assessment data. In addition I will keep a spreadsheet of the collected data to track test scores (including those of District Unit Assessments) and analyze student progress.	Webmaster Title 1 Technology Facilitator Technology Integration Coach (Site Mentor) Webmaster	Activity is ongoing throughout the year
	TF-IV.C	Our campus is in the process of implementing new software for the creation of graphic organizers called Kidspiration. I will be helping my Site Mentor and Technology Integration Coach, in training our faculty members to use Kidspiration. Marzano (2004) claims that non-linguistic representations can be significant in student achievement. As I help implement Kidspiration, I will conduct a research within our campus to determine the effect of its use in the achievement of our students. Reference: Marzano, R.J., Pickering, D., & , . (2004). <i>Classroom instruction that works: research-based strategies for increasing student achievement</i> . Prentice Hall.	Technology Integration Coach (Site Mentor) Administrators Faculty Members	June 2012

Appendix E: Internship Plan Template

		Activity Summary	Resource Person	Projected Date of Completion
Standard V. Productivity and Professional Practice	TF-V.A	I will use PD360, Technology Courses through Garland ISD, Technology RSS Feeds and ISTE website articles to engage in ongoing professional development and lifelong learning. After reflecting on my learning I will share tips and news with my co-workers.	PD360 Website GISD Technology Department Staff Technology Integration Coach (Site Mentor) ISTE Website RSS Feeds – Technology	Activity is ongoing throughout the year
	TF-V.B	To help myself reflect and evaluate on my professional practice and decision making process regarding the use of technology in support of student learning, I will keep a digital journal of the applications and implementations of technology in my classroom and campus.	Technology Integration Coach (Site Mentor) Faculty Members	Activity is ongoing throughout the Master's program
	TF-V.C	To help increase productivity in our campus, I will use Microsoft Office to create newsletters (and their bilingual versions), schedules, parent notifications and other relevant communication articles to share with staff, students and parents.	Technology Integration Coach (Site Mentor) Webmaster Faculty Members	Activity is ongoing throughout the year
	TF-V.D	I will assist our Webmaster with announcements on our school's website, email notifications to parents and communicate with other teachers via Wiki. <i>Correlated to: (TF-VIII.C) As a way of communication and to provide 24/7 interaction among the Technology team at school, I will create and implement a Wiki page to share ideas, tips and latest news. This page would allow access to our Webmaster, Technology Integration Coach (Site Mentor) and Title 1 Technology Facilitator.</i>	Technology Integration Coach (Site Mentor) Webmaster Faculty Members Administrator	Activity is ongoing throughout the year

Appendix E: Internship Plan Template

		Activity Summary	Resource Person	Projected Date of Completion
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	In coordination with my grade level, I will teach a lesson in Cybersafety and Internet Ethics. This lesson will include an informational video and allow students to go online to gather more information from district recommended sites. I will then share my observations and tips in the implementation of this lesson with other teachers. (Correlated to TF-VI.D)	Technology Integration Coach (Site Mentor) GISD Technology	February 2011
	TF-VI.B	In order to help students with special needs I will apply technology such as text-to-speech software, audio clip, graph, video, allowing exposure to multiple examples of content etc. I will also use document camera for better visual aid.	Technology Integration Coach (Site Mentor)	Fall 2011
	TF-VI.C	To help my bilingual and other LEP students and affirm diversity I will use tech apps that address language differences. (Such as Success Maker in both English and Spanish.)	Technology Education Teacher	Activity is ongoing throughout the year
	TF-VI.D	I will share information on cybersafety, to caution teachers on safety issues when using internet. If needed, I will help other teachers implement a lesson on cybersafety. (Correlated to TF-VI.A)	Technology Integration Coach (Site Mentor) Faculty Members	
	TF-VI.E	I will share with teachers how to help all students participate in technology activities, to advocate equitable access to technology by all students in our campus.	Technology Integration Coach (Site Mentor) Faculty Members	Activity is ongoing throughout the year

Appendix E: Internship Plan Template

		Activity Summary	Resource Person	Projected Date of Completion
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	I will work with Title 1 Technology Facilitator to fully utilize all technological resources available.	Title 1 Technology Facilitator	Ongoing Activity throughout the year
	TF-VII.B	I will attend all planning meetings as a member of the Campus Improvement Team, to help with making budget and purchasing decisions.	CIT Members Administrator	June 2010
	TF-VII.C	Our campus is in the process of implementing new software for the creation of graphic organizers called Kidspiration. I will be helping my Site Mentor and Technology Integration Coach, in training our faculty members to use Kidspiration.	GISD Technology Department Staff Technology Integration Coach (Site Mentor)	Ongoing Activity throughout the year

Appendix E: Internship Plan Template

		Activity Summary	Resource Person	Projected Date of Completion
Standard VIII. Leadership and Vision	TF-VIII.A	As I learn more about current research on new technology I will share it with co-workers in the form of emails, newsletters and website links.	Webmaster Technology Integration Coach (Site Mentor)	Ongoing Activity throughout the year
	TF-VIII.B	To provide my co-workers with a wider perspective of the development of technology, I will create an informational video about the history of technology.	Technology Integration Coach (Site Mentor)	August 2011
	TF-VIII.C	As a way of communication and to provide 24/7 interaction among the Technology team at school, I will create and implement a Wiki page to share ideas, tips and latest news. This page would allow access to our Webmaster, Technology Integration Coach (Site Mentor) and Title 1 Technology Facilitator. <i>This would also help me establish an ongoing communication with our Webmaster to provide her with assistance with announcements on our school's website, email notifications and other communications. Correlated to: TF-V.D</i>	Technology Integration Coach (Site Mentor) Webmaster Faculty Members	Activity is ongoing throughout the year
	TF-VIII.D	To share technology TEKS with staff I will send a monthly email including a newsletter with tips on how to implement the Tech TEKS in the classroom. This newsletter would be based on discussions about the technology plan with technology leaders and based on decisions made by the CIT committee.	Technology Integration Coach (Site Mentor) CIT Committee Administrator Technology Leaders	Activity is ongoing throughout the year
	TF-VIII.E	I will work with the Technology Integration Coach and the Title 1 Facilitator to help implement instructional programs utilizing technology, and later help other teachers as these programs are being implemented in their classrooms, assist in the implementation of the technology in the lesson plans.	Technology Integration Coach (Site Mentor) Title 1 Facilitator	Winter 2011

Site Mentor:

Name: Julie Youngkin Title: Technology Integration
(Please Print) Coach

Signature: Julie Youngkin Date: 12/16/2010